

25 October 1954

PROCESSING & RECORDS DIVISION MEMORANDUM NO. 23

25X1A SUBJECT: Fitness Report

25X1A REFERENCES: CIA Regulation [redacted] subject: Fitness Report
CIA Notice N [redacted] subject: Fitness Report
OPM Number 20-370-4, subject: Fitness Report

25X1A I. The following instructions tie in the Fitness Report with the Personnel Evaluation Program and are effective immediately in order to execute the provisions of CIA R [redacted] and OPM 20-370-4. These instructions also rescind the use of the Personnel Evaluation Report.

25X1A II. Effective 15 October 1954, Form 37-189, (to be redesignated as Form 45), Fitness Report, will be used for all types of Fitness Reports required by Regulation [redacted]

III. Position Control Section, Transactions and Records Branch.

A. By not later than 15 October 1954, the Position Control Section will prepare lists in triplicate, by offices, of staff employees for whom Fitness Reports will be due the following month.

B. Each list will contain the name of the employee, the due date, which is the date the employee is to be rated, and the type of report to be prepared, (see Attachment 1).

C. The original and one copy of the list will be transmitted to the appropriate Personnel or Administrative Officer. The third copy will be retained by the Position Control Clerk for follow-up and control purposes.

D. Office of Personnel Employees.

1. The Chief, Processing and Records Division has been designated as Administrative Officer in the Office of Personnel for the administration of the Fitness Report Program.

2. The Position Control Clerk servicing the Office of Personnel will:

a. Prepare a separate list for each Division and Staff within the Office of Personnel in triplicate.

b. Prepare two copies of Form 45, Fitness Report, completing Items 1 through 13.

JOB NO. [redacted] FOR NO. [redacted] FILE NO. [redacted] DOC NO. 17 NO CHANGE
IN CLASS/ DISCLASS/ CLASS CHANGED TO: TS & C REF. INST.
NEXT REV DATE [redacted] REV DATE [redacted] REVIEWED BY [redacted] TFE DOC. 02
NO. PGS 4 CREATION DATE [redacted] ORG COMPLY OFFICER ORG CLASS 2
REV CLASS 4 REV COORD. AUTH: HR 703

c. Attach the two copies of the Fitness Report Form to the appropriate Division or Staff Transmittal list and,

d. Submit to the Chief, PRD, for submission to the appropriate Division or Staff Chief.

e. Upon receipt of the completed Form 45, Fitness Report, of employees within the Office of Personnel, the Chief, PRD, will transmit the office copy of the Fitness Report to the Executive Secretary of the Personnel Career Service Board.

f. The original of the Fitness Report will be forwarded to the Position Control Clerk. The Position Control Clerk will check for the Chief PRD's initials in the lower right corner of the Fitness Report and then handle as outlined in paragraph J of these instructions.

1. The present tab used for Personnel Evaluation Reports purposes will be utilized in the preparation of the monthly lists.

F. Out Casual Employees.

1. Out casual employees will have had a Fitness Report prepared prior to submission or with the submission of the SF-52, placing them in an out casual status.

G. In Casual Employees.

1. Employees who, according to Position Control Records as of this date, are shown as "In Casuals", will be handled as Headquarters employees in determining date of Fitness Reports.

H. Posting to SF-7, Service Record Card.

1. The Position Control Clerk will make a pencil notation in Item 14 of the SF-7 to indicate the date the action was initiated and the due date of the Report.

I. Follow-Up.

1. On or before the fifteenth day of the month following the month in which the due date of the Report falls, the Position Control Clerk will prepare a separate list labeled Delinquent Fitness Reports of those Reports which have not been received in the Office of Personnel for transmittal to the appropriate Personnel or Administrative Officer in the operating component.

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2. The Position Control Clerk will prepare a separate list, in triplicate, for each operating component for whom there are delinquent reports on the second month following the month in which the Fitness Report is due. The delinquent lists will be labeled "Delinquent Reports - Two Months". The lists will then be submitted to the Chief, PRD, who will initiate whatever action is necessary to obtain the delinquent reports.

3. Unusual delinquencies will be reported to the Deputy Assistant Director for Personnel by the Chief, PRD.

J. Receipt of Completed Fitness Report Forms - Initial or Annual.

1. Upon receipt of Form 45, Fitness Report, the Position Control Clerk will do the following:

a. Section I - check all items with emphasis on Item 13 to see that the period covered is for the entire initial or annual report.

b. Section II, Item 1 - insert the position series number (this will be the position series number in effect at the end of the period covered by the report).

c. Insert the type of report rendered in the blank space above Section I, using the following code:

I - Initial Report
A - Annual Report

d. Section III - make certain that the rating and reviewing officials have signed and dated the form in the appropriate spaces.

e. Section VI - review parts A, B, C, and D, making certain that each part has been answered; see paragraph L of these instructions regarding unsatisfactory reports in Section VI A.1 and VI D.1.

2. The review of Sections II, IV, and V is the responsibility of the Placement and Utilization Division.

3. The Position Control Clerk will stamp the Fitness Report, initial and date in the appropriate spaces and release to the Placement and Utilization Division. The Placement Officer will complete his portion of the Routing Stamp at the time he releases the file to the Files Section.

4. If the form is incomplete, it will be returned to the appropriate operating component, using Form 51-10, Routing and Record Sheet, indicating the reason for the return. The date the Form 45 is returned to the operating component will be recorded on the SF 7, Service Record Card.

K. Files Section, Transactions and Records Branch.

1. Upon receipt of Any Fitness Report, the File Clerk will review it for completion of the routing stamp. If the stamp has not been filled in by either the Position Control Clerk or the Placement Officer, the Report will be returned to the appropriate office for completion.

2. The completed Fitness Report will be filed in the appropriate personnel folder, using the date reflected in Item 6 of Form 45a or Item 12 of Form 45, "Date of Review".

3. If the folder is charged out, the Fitness Report will be placed in the appropriate charge-out folder. Upon return of the folder to the Files Section, the Fitness Report will be filed in the folder.

4. Under no circumstances, will a personnel folder be released from the Files Section with a Fitness Report remaining in the charge-out folder.

L. Unsatisfactory Reports.

1. The Position Control Clerk will carefully review Section VI of the Fitness Report with respect to Items VI A1. and VI D1., which indicate unsatisfactory service.


2. The SF-7 will immediately be flagged to prevent granting a periodic step increase or a longevity step increase until the matter has been clarified.

3. The Fitness Report form will be hand carried by the Chief, Position Control Section to the appropriate Placement Officer for action.

4. A follow-up will be made by the Position Control Clerk in 30 calendar days, if no word has been received regarding the case.

M. Separation Reports.

1. The Employee Services Division will be responsible for obtaining the required Separation Fitness Report.


Chief, Processing and Records Division

25X1A

TRANSMITTAL S.	
4 Nov. 1954 (Date)	
TO: <i>Ex O/P</i>	
BUILDING <i>Cutie</i>	ROOM NO. <i>225</i>
REMARKS:	
FROM: <i>C/PRD</i>	
BUILDING <i>Cutie</i>	ROOM NO. <i>150</i>

FORM NO. 36-8
SEP 1946

16-65208-1 GPO

STATOTHR

ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:



TELEPHONE

NO.

DATE:

NOV 1954

TO

ROOM NO.

DATE

REC'D

FWD'D

OFFICER'S INITIALS

TELEPHONE

COMMENTS

1.

Ch PAS

218

15 NOV 1954

2.

C/P

15 NOV

CF

3.

C/PAS

19 NOV

PW

5.

ExO/P

22 NOV 1954

CF

6.

C/PAS

23 NOV 1954

7.

AC/P

23 NOV 54

CF

8.

C/P

29 NOV 54

CF

9.

Rae H.

10.

11.

12.

13.

14.

15.

This is what intended.
C.

Have you seen? Would not one set (OPM) of operating instructions be preferable?

2-3 The attached PRD memoranda are the kinds of instructions which we are seeking to avoid the necessity for their preparation (per OPM No. 5-130-3, Development & Coordination of Policies within the Office of Personnel). In regard to Ex O/P's question, I see no need to put out amended OPM's to reflect these materials unless the Ex O/P desires, but we will strive to ensure that proposed drafts of OPM's will reflect all the necessary instructions needed for the lowest organizational level to administer the directive concerned. Issuance of OPM No. 5-130-3 should provide the necessary support in our future efforts.

As Clint has said, I hope our recent OPM will avert this type of thing. Ours was dated last Nov. R.H.